

Little School of the West  
**Pre-Registration Forms**

**Applicant Information**

Date: \_\_\_\_\_

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Male \_\_\_\_ Female \_\_\_\_

Address of Child: \_\_\_\_\_

Name of person filling out this form: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Birth Mother's Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

Birth Father's Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

How did you hear about our preschool? \_\_\_\_\_

What was most desirable to you about Little School of the West? \_\_\_\_\_

Child lives with: \_\_\_\_ Both BIRTH parents \_\_\_\_ Mother \_\_\_\_ Father  
\_\_\_\_ Other, please explain: \_\_\_\_\_

**\*\*Potty Training Notice\*\***

There is an additional charge for children who are not fully potty trained in our program.\*  
Little School of the West considers a child to be fully potty trained when he/she can do the following:

- Wear underwear the entire school day
- Initiate going to the restroom on his/her own
- Is self-sufficient when going to the restroom
- Clean/wipe on his/her own
- Pull pants up and down on his/her own
- Does not have multiple "potty accidents" (we reserve the right to make that determination)

Once a student is "fully potty trained" and passes a 2 week "testing" period with no accidents, we will apply the corresponding tuition fee.

I have read the above policy on "non-potty trained" students and I understand the school's definition of what is considered "potty trained". I understand that there is an additional charge for students who are not potty trained. If my child is initially enrolled as "potty trained" but has multiple potty accidents (as determined by the school), he/she will be changed to "non-potty trained" status and I agree to pay the corresponding tuition price or withdraw my child from the program.



(\*Due to staffing limitations, 4-year-old students must be potty trained upon entry to the school.)

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Acknowledgement of Parent Handbook

### Please initial the following:

- \_\_\_\_ On these registration forms, I have provided the names of BOTH BIRTH PARENTS of the above-named child. I understand that it is school policy to allow both BIRTH parents the right to pick up the above-named child from Little School of the West preschool, unless I provide copies of court documents that instruct the school to do otherwise. I also understand that failure to provide the appropriate information or documents may result in my child not being accepted to attend Little School of the West.
- \_\_\_\_ I understand that at the time of registration, I am required to provide a copy of my child's original birth certificate or certificate of birth (provided by the hospital) to the school office.
- \_\_\_\_ I understand that I am required to provide the school with a copy of my child's up-to-date immunization record prior to their first day at Little School of the West.
- \_\_\_\_ I understand that Little School of the West is not equipped to handle children with serious emotional, behavioral, visual, speech, hearing or other severe learning disabilities or developmental delays.
- \_\_\_\_ I understand that the school reserves the right to dismiss a child if, after entering, he or she seems unprepared for the group experience or is unable to adjust appropriately.
- \_\_\_\_ I understand that Little School of the West preschool has policies concerning aggressiveness and disruptive behaviors. A child displaying continual disruptive and/or aggressive behavior (i.e. hitting, biting, violent speech or play), may be suspended or expelled.
- \_\_\_\_ I understand that I am required to notify the school if my child has been diagnosed with a communicable disease.
- \_\_\_\_ I understand that the registration fee is completely non-refundable for any reason.

I have received the Parent Handbook for Little School of the West. I agree to read the handbook and to abide by its policies.

I acknowledge that Little School of the West reserves the right to amend or change its policies and procedures throughout the school year without notice.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Enrollment Agreement

The following information is provided to outline some of the policies of Little School of the West in order to avoid misunderstandings. These policies along with other school standards are published each year in the parent-student handbook. This handbook should be read carefully and discussed with your child.

- **Financial Policies:**

Upon completing the Enrollment packet, you will choose one of two payments options for the year:

1. **Monthly Pay:** Tuition is due and payable on or before the last day of the previous month. Payments made after the 10<sup>th</sup> of the current month will incur a **\$50.00** late fee. If the 10<sup>th</sup> falls on a weekend, tuition is due the Friday before that weekend. Failure to pay by the 15<sup>th</sup> of the current month may result in prompt suspension of the student.
2. **Weekly Pay:** Tuition is due and payable on Monday of the current week of enrollment. Payments made after Wednesday of the current week will include a **\$15.00** late fee each week (accumulative). Failure to pay by Friday of the current week may result in prompt suspension of the student.

If a situation occurs that presents a hardship for you, please notify the Director so that the School Board can consider your particular need. I hereby agree to comply with the above tuition policy. I also agree to notify the preschool office two weeks in advance of a preference in changing payment plans. I agree that I may not change my payment plan to avoid paying for extra days. **I hereby agree to also give the preschool office 2 weeks advance written notice prior to my child's last day of school, otherwise, I will be charged 2 weeks' tuition.**

If your account goes past 60 days without payment, you will be charged 1.5% per month finance charge (18% per year) retroactive to the 1<sup>st</sup> day. A collection fee of up to 50% of the balance owing will be added if the account is assigned to an outside collection agency. In addition, you will be responsible for court cost and attorney fees.

- **Behavioral Standards:** Students are expected to maintain a high standard of personal behavior. The teachers and administration are authorized to employ such discipline as they deem wise and expedient. Little School of the West reserves the right to suspend or expel students whenever school privileges are abused, infractions are repetitive in nature, or when conduct does not conform to Christian standards set by the policies of Little School of the West.
- **Conciliation Agreement:** As a Christian ministry we believe that the Bible commands believers to make every effort to live at peace and to resolve disputes with each other in private or within the church. Therefore, any dispute arising out of the relationship between the school and the home shall be resolved with assistance of the administration or as last resort, through legally binding arbitration. Should legal action, for any reason, be taken against Little School of the West or any employee or agent thereof, and the school or its agent not be found at fault, the parent/guardian agrees to pay attorney fees, court fees, damages or other costs that Little School of the West or its agent should incur to defend itself against such action.
- **Admittance:** Children shall be admitted on a non-discriminatory basis, according equal treatment and access to services without regard to race, color, religious belief, national origin or ancestry.
- **Immunizations:** All children upon entering Little School of the West must be fully immunized as required by the Department of Health Services. Documentation of all current immunizations must be given to the school office before enrollment. As of January 1, 2016, personal beliefs exemptions are no longer accepted.
- **Sign in/out policy:** The Department of Social Services requires that parent(s) or other authorized adults sign their child(ren) in and out each day in attendance. It is also mandated that the signature be legible with at least the first initial and **FULL** last name written. A \$15.00 fee will be charged to your account if your child(ren) are not signed in or out.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Enrollment Agreement (continued)

I have received, read and understand the PARENT HANDBOOK AND ENROLLMENT AGREEMENT, and will comply with the policies set forth by Little School of the West. In addition, I understand that school administration reserves the right to amend, suspend, or terminate policies or any part of this program at any time. A **non-refundable** registration fee (see current fee schedule) is due with this completed pre-registration form.

Any changes by the parent(s) in this contract must be made in writing.

Child's Name (please print): \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NEW STUDENTS:** An enrollment packet (approx. 15 pages, including doctor's report and immunization verification) will be given to you after we receive your registration fee. Please complete the packet and return it to the school office. Registration is not complete and students may not attend school without the school having received the completed enrollment packet.